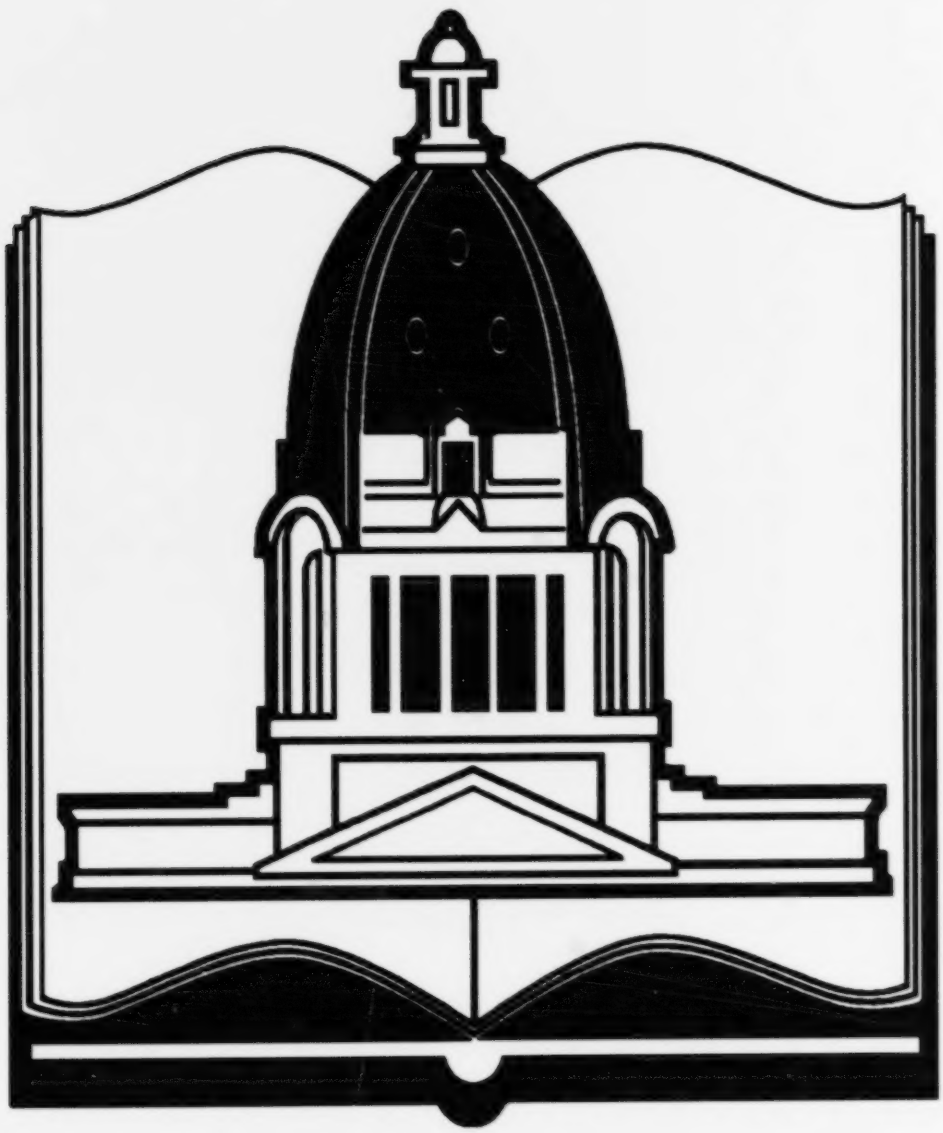
Saskatchewan
Legislative
Assembly

Annual Report

Saskatchewan Legislative Library

for the period ending
March 31, 2002



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Annual Report

Saskatchewan Legislative Library

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Saskatchewan
Legislative Library

Office of the
Legislative Librarian

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Regina, Saskatchewan S4S 0B3

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March 31, 2003

The Hon. Myron Kowalsky
Speaker of the Saskatchewan Legislative Assembly
Room 129, Legislative Building
Regina, Saskatchewan
S4S 0A2

Dear Mr. Speaker:

I am pleased to present to you the Annual Report of the Legislative Library for the fiscal year ending March 31, 2002 for the tabling in the Legislative Assembly.

Highlights of the Report Year:

- Continued increase in the use of Library services by MLAs and their staff.
- Introduction of a more timely MLA news clipping service based on electronic services.
- Reference stack room re-established in the Legislative Building to house frequently requested backfiles.
- High density filing units purchased to allow more space efficient storage of backfile news clippings.

The Annual Report continues to be produced on acid free permanent paper.

Sincerely,

Marian J. Powell

Marian Powell
Legislative Librarian

MJP/tw

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I - Services to the Legislative Assembly

The mandate of the Library is to provide library services to the Legislative Assembly. The Legislative Library is governed by Section 68.4 of *The Legislative Assembly and Executive Council Act* and by the *Rules and Procedures of the Legislative Assembly*.

The modern mandate of the Legislative Library was established by the Assembly's adoption of the recommendations in the Report of the Special Committee on the Review of the Legislative Library, 1981. The recommendations specify that:

- *The principal role of the Legislative Library is to provide a parliamentary library service to all Members of the Legislative Assembly and their staff.*
- *The secondary role of the Legislative Library is to serve the people of Saskatchewan by making available the benefits of this special research and legislative collection, where these benefits cannot be obtained elsewhere.*
- *Relative to other government departments or departmental libraries, the Legislative Library should continue its co-operative and helpful relationship, without assuming any senior, authoritative or managerial responsibilities for these libraries.*

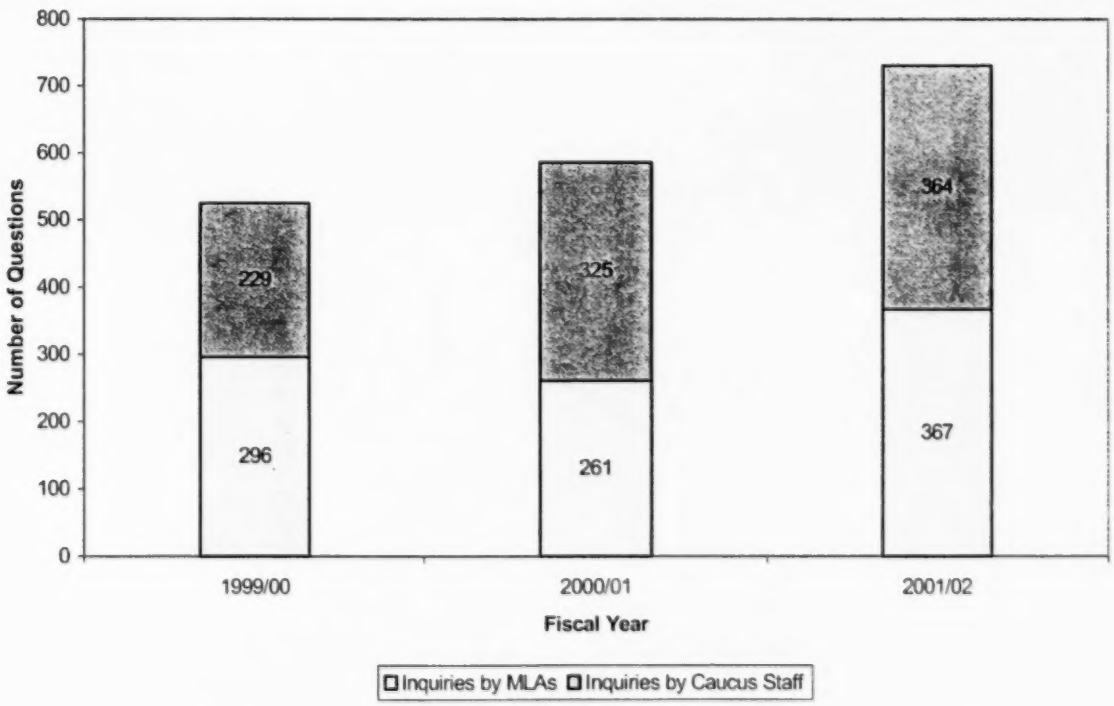
Given this broad mandate, the Library has clarified its priorities and policies to ensure the precedence of Members and Officials of the Legislative Assembly (see Appendix C: Clientele and Service Policy).

Priority Service to MLAs

The Library strives to serve all sectors of its mandate, while giving priority to legislative clients. Twenty-four hour access is available to MLAs through the Library's answering machine, fax machine, and e-mail (reference@legassembly.sk.ca). Members of the Legislative Assembly receive priority over any other clients in determination of work scheduling.

While the Legislative Library has experienced the trend toward declining overall numbers of reference questions reported by other libraries, the number of questions posed by individual MLAs and by caucus staff has risen in recent years, reflecting the Library's emphasis on serving the Members and their increased use of the Library.

Reference Questions Answered for MLAs and Caucus Staff



1 - Services to the Legislative Assembly

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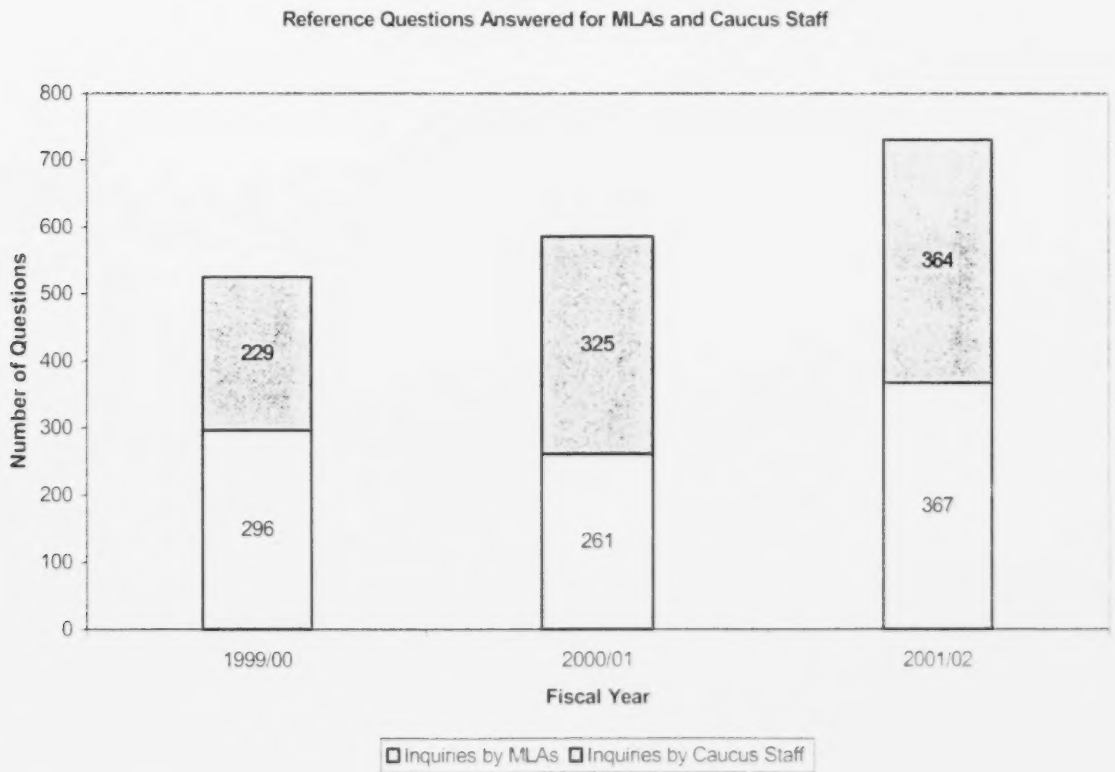


Changing Demands of Legislative Reference Work: The Trend Continues

"Some information is easier to find now that we have the Web, but the totality of the job is more complex." (Anonymous reference librarian responding to a survey of changes that have occurred in academic library reference services in the past decade.)

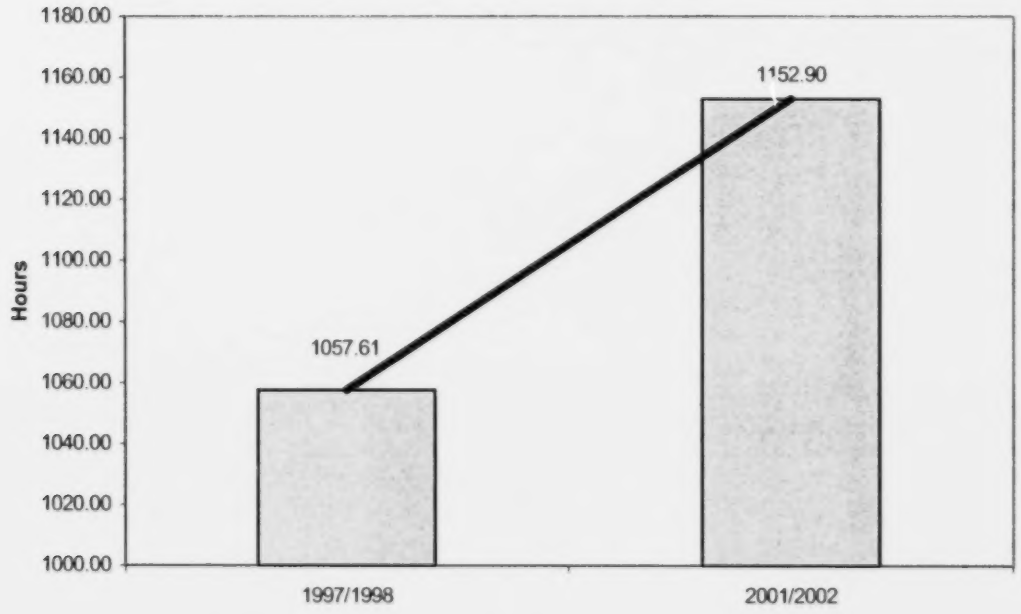
The Legislative Library's Report for the period ending March 30, 2000 commented on the increasing complexity of reference work in the years since the advent of the World Wide Web. Similar experiences have been shared by other libraries throughout the world and are now being reported frequently in the professional literature. While the numbers of questions handled in most libraries has declined in recent years, the complexity of the questions asked and the variety of sources used to answer them have increased dramatically.

Five Year Trends

Both the general public and the Library's primary clientele have learned to use the Internet to answer the simple factual or directory look-up questions that they had previously referred to Library staff. This is not surprising, given that during the five year span from 1997 to 2001, the percentage of Saskatchewan households with at least one regular Internet user increased from 26.4% to 52.6% *(Source: Statistics Canada)*. Library staff have facilitated self-service fulfilment of clients' simpler information needs by posting compilations of frequently-requested factual information on the Assembly's Web site and by implementing a Web-based catalogue which reduced the need for clients to seek the assistance of Reference staff to find out if a particular item is in the collection. Increasingly, clients are turning to the Library with questions that require correlation of information from a variety of print and electronic sources, or that require more time to resolve than clients are able to spare.

Library staff group information requests into two broad categories: those requiring up to 15 minutes to answer ("short" questions), and those requiring 15 minutes or longer to answer ("long" questions"). Long questions can take anywhere from 15 minutes to several days to complete. In 2001/2002 the number of long questions was 44 percent higher than in 1997/1998, while the number of short questions declined by 27.5 per cent. What was the impact of the reduction in the number of short information requests and the increase in the number of long ones on the need for professional staffing at the Reference desk? The Library needed 9.01% more librarian desk hours in 2001/2002 compared with 1997/1998, even though the total number of requests handled declined. This trend will have an impact on future staffing requirements.

Hours Required to Answer Questions Received, 1997/1998 and 2001/2002



Evening Services Curtailed

Due to budgetary constraints, the Library curtailed its practice of opening evenings when the House is sitting. The reduction in service hours was implemented at the beginning of the second session on March 14, 2002. The reduction applies only to regular evening sittings of the House; services continue to be provided into the evening if the clock is stopped during the afternoon sitting.

Members' Current Awareness Services

The profiled current awareness for individual Members extends the array of non-partisan research services available from the Legislative Library. The Members' Services Librarian works with the individual Member to define a profile of public issues on which the Member needs to stay informed. Once a week, the Library provides packages of information matching the profile (including newspaper clippings, magazine tables of contents, or new book title pages) to the Member. The Members' Services Librarian reviews and updates Members' profiles as their responsibilities and interests evolve in response to changes in their cabinet, caucus, shadow cabinet and committee duties.

Online Information

The Library uses commercial services such as InfoMart, Lexis/Nexis, Dialog, CEDROM, Dow Jones, InfoTrac and Canadian Business and Current Affairs to provide this service. Librarians create and store search profiles based on Members' stated interests and run them weekly against relevant specialist databases. The number of clients using this service has increased from 29 in 2001 to 34 in 2002.

Newspaper Clipping Service

Members often describe the Newspaper Clipping Service as their favourite service. The Library provides weekly batches of newspaper stories dealing with issues identified in the Member's interest profile. The clippings come from the four daily Saskatchewan newspapers – the Star Phoenix, the Leader-Post, the Moose Jaw Times-Herald and the Prince Albert Daily Herald – and from the weekly Western Producer.

Early in the current report year the Library did an in-house study to compare the electronic provider (Infomart's Special Edition) to the established manual service. Having determined that the content of Special Edition was an adequate replacement for the paper-based product, the Library then undertook a second pilot project to assess client response to the electronic service. Clients participating in the pilot project responded favourably to Special Edition, so the Library began the process of converting all newspaper clipping service clients to Special Edition. This new service greatly reduces the delay between the publication of news articles and delivery of the articles to Members. In addition to the four daily Saskatchewan papers, Special Edition makes it possible for the Library to monitor the Southwest Booster, Yorkton This Week, the Saskatoon Sun, and the Regina Sun, as well as a variety of papers and newsmagazines from across Canada. The content from the Special Edition service is still being provided to Members on paper, as the technology available to the Library at present does not enable efficient redistribution in electronic format.

In 2000/2001, 42 clients used the newspaper clipping service. In the current report period, the number of clients using the service rose to 49 as a result of improvements in timeliness resulting from the switch to the Special Edition service. Consequently, one of the Members' Services Librarian's goals for the coming year is to transfer all clients registered for the newspaper clipping service to the Special Edition service.

Periodical Contents Service

The Library also offers Members a magazine title page service. The Members Services' Librarian consults with the Member to determine which magazines the Member wishes to review regularly. As new issues of the desired publications arrive, Library staff photocopy the table of contents pages and provide them to the Member once a week. The Member scans the tables of contents, highlights the articles he or she wishes to read, and returns the highlighted contents pages to the Library where staff photocopy the designated articles and deliver them to the Member. Forty-two clients were registered for this service at the end of the current report period. Clients each requested an average of 31 full-text articles identified by means of the periodical contents service.

New Book Alert

The Members' Services Librarian reviews all new additions to the Library collection, compares them to the Members' interest profiles, and includes photocopies of the title pages and contents pages of relevant material in the Members' weekly current awareness packages. The effort invested in carefully reviewing each new acquisition for relevance to Member profiles has paid off with a 627% increase in the number of books requested by clients in the current report year compared to the previous year.

Parliamentary Conference Information

When Members attend Commonwealth Parliamentary Association and other legislative conferences, the Library staff research and compile kits of background documents dealing with procedural and topical information appropriate to the conference program. The information supplied in the kits generally includes current magazine, book and newspaper articles representing a balance of opinion on the topics to be discussed at the conference.

During the current report period, the Library prepared kits for 89 delegates to eight parliamentary conferences. Kit recipients include not only official delegates (both Members and Legislative Assembly officials) to national and international conferences, but also unofficial delegates to conferences and hosts and invited delegates to conferences held in Regina. Staff researched more than 55 topics for conference kits during this report period. The average time required to research and prepare a conference kit was 55 hours. A full list of conferences supported by the Library is provided in Appendix B.

Newsletters

The Members' Newsletter is designed to promote awareness of services provided by the Legislative Library and to publicize new materials added to the collection. Under the direction of the Members' Services Librarian, staff produced one newsletter each month that the Assembly was in session. One innovation introduced during the current report year was the inclusion in the final edition of a diskette containing a cumulated list of links to all the Web sites mentioned in all of the newsletters published during that session.

Services to Legislative Officials and Staff

While the Library tends to focus its reporting on the services provided to Members, staff also devote much time and effort to assisting their colleagues in legislative support. This group includes the branches of the Legislative Assembly Office and the Speaker's Office as well as other Legislative Servants such as the Information and Privacy Commissioner and Conflict of Interest Commissioner, the Children's Advocate, the Ombudsman, the Provincial Auditor, and the Chief Electoral Officer.

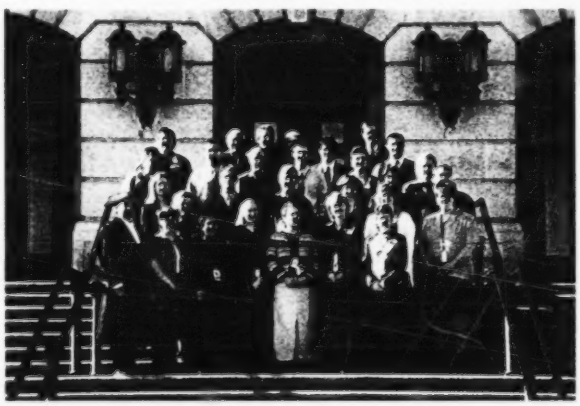
Speaker's Outreach Program

The Speaker delivers an outreach program to schools in order to increase the students' understanding of parliamentary democracy, their level of respect for the institution, and their awareness of service in public office as an honourable career choice. The Library provided the Speaker's office with a local weekly newspaper monitoring service for coverage of approximately forty visits during this report period.

Saskatchewan Social Sciences Teachers' Institute

From April 28 to May 2, 2001, the Saskatchewan Legislative Assembly held the third Saskatchewan Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI) hosted by the Speaker. Modeled on the Teachers' Institute on Canadian Parliamentary Democracy, which is held annually and hosted by the Speakers of the House of Commons and the Senate, the SSTI is entirely focused on Saskatchewan's unicameral legislative process.

In previous years, the Library has created and maintained a Web page of Parliamentary Democracy Resources for SSTI participants. This year rather than having a short-term Web page just for the use of SSTI participants, Reference and Electronic Services Librarian Leslie Polsom set up a new page on the Legislative Library portion of the Legislative Assembly Web site at http://www.legassembly.sk.ca/LegLibrary/library/libdemocracy.htm for SSTI participants and others to use throughout the year. The advantage of this approach is that the Library is able to update the Web page throughout the year on the Assembly's Web site without burdening another agency with the work of replicating the updates on their own site. As an additional benefit, the resource list is now available to a wider audience.



Saskatchewan Social Sciences Teachers' Institute Delegates

Saskatchewan Legislative Internship Program

This program which was approved by the Board of Internal Economy in February, 2001 gives four students or recent graduates from the University of Saskatchewan and the University of Regina an opportunity to learn about the legislative and political processes from the inside. During their seven-month term, the students work with private members on both sides of the House and prepare a research paper.

On January 4, 2002, the Library participated in the Saskatchewan Legislative Internship Program orientation. The orientation included an outline of library services as well as a brief description of the Library's collections and a hands-on demonstration of the library's online catalogue and Web site.

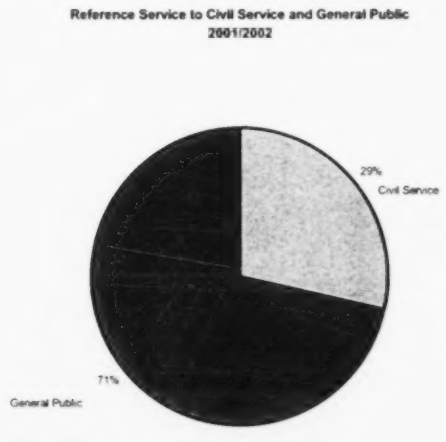
Library staff also prepared an orientation package for the interns. The package included A Word of Welcome from the Legislative Librarian, A Basic Guide for Researchers, Circulation Services, an instruction sheet for accessing the Library's online catalogue, and a selection of bibliographies from the library's Parliamentary Democracy Series.

The interns had made 99 visits to the Library and 36 requests for reference services by the end of this report period.

II - Services to the Public and Community Relations

Library Services to the Saskatchewan Public

The first priority of service of the Legislative Library is to the needs of the Legislature. The Library also has a mandate to provide its unique resources to the public of Saskatchewan and to the provincial civil service. The Library's policy is first to help these individuals locate resources in their own region or government department. However, staff do provide direct assistance to these persons when the required resources or expertise are unique to the Legislative Library. Anyone may consult Library materials in the Reading Room, and photocopying is available at cost. The Library is mandated to give service to the public of the province priority over service to the provincial civil service, and the annual service statistics reflect this reality.



In the current report year, 71% of the inquiries made by secondary clients were made by members of the public, while 29 percent were from the provincial civil service.

Visitors and Ceremonial Occasions

The Legislative Library receives many visitors each year, ranging from visiting dignitaries to children on school outings. Most of the 30,693 visitors to the Legislative Building in 2001-2002 toured the public area of the Library. Of note during this period were several special library visitors: Mr. John Archer, son of former Legislative Librarian, John H. Archer; Stephen F. Clarke, Senior Legal Specialist, Library of Congress, Washington, D. C. and Canon Tony Barnard, Chancellor of Lichfield Cathedral and Mrs. Ann Barnard, Staffordshire, UK.

During June 2001, the Library mounted a display of books and other library materials related to former Saskatchewan Premiers Walter Scott and Tommy Douglas, and former Prime Minister John Diefenbaker on the occasion of the unveiling of bronze busts of the two premiers and the restored bust of the former Prime Minister in the Legislative Rotunda.

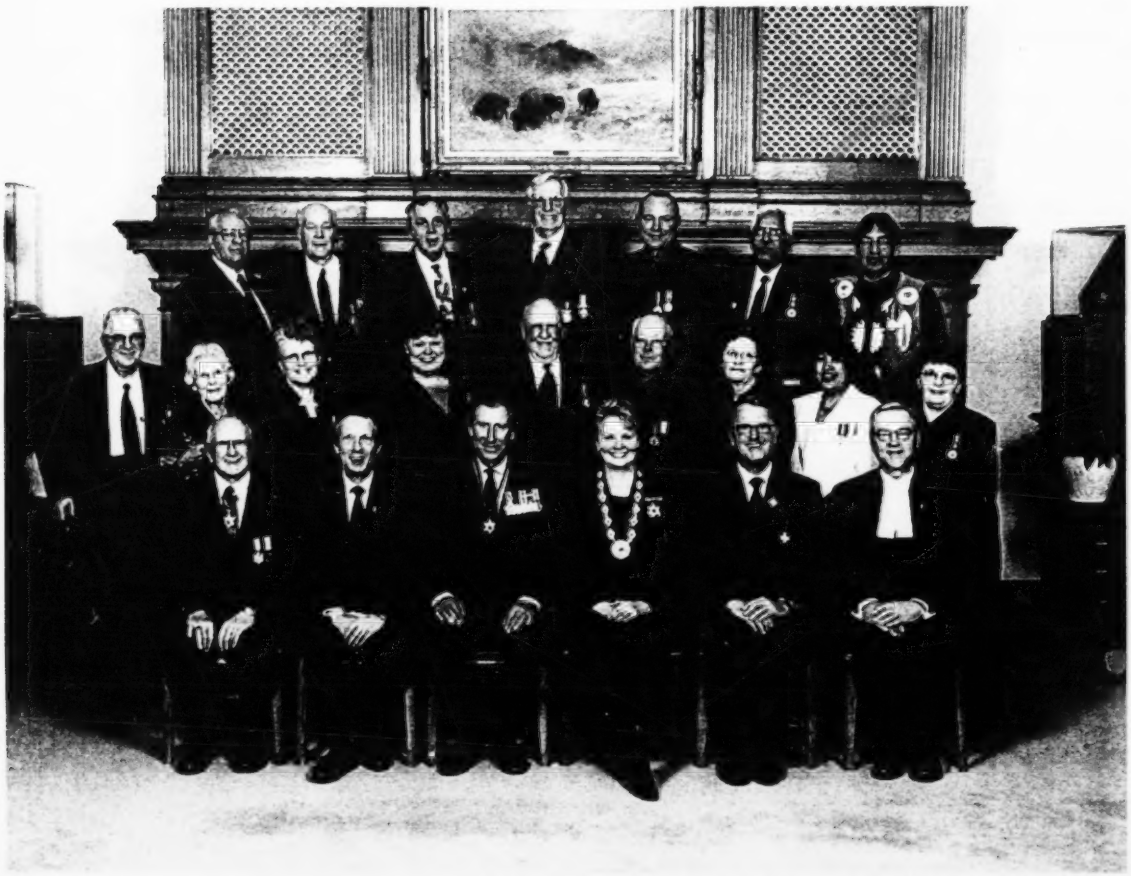
For the week of March 6, 2002, the Condolence Book for Her Royal Highness The Princess Margaret was available for signing by Legislative Building staff and visitors in the Library Reading Room on the Confederation Table.

The Visit of His Royal Highness the Prince of Wales

His Royal Highness The Prince of Wales visited Saskatchewan April 26 – 28, 2001. On April 26, His Royal Highness officially opened the Prince of Wales Entrance to the Legislative Building providing handicapped access to the Legislative Building from the front of Legislative Drive.

Following the unveiling of the commemorative plaque, the ceremony moved to the Legislative Chamber where Saskatchewan Volunteer Medals were presented to the 2001 recipients in the presence of the Prince of Wales. Her Honour The Honourable Lynda Haverstock, Lieutenant Governor of Saskatchewan then invested the Prince of Wales as the first honourary Member of the Saskatchewan Order of Merit.

Pictures of the Medal recipients with the Prince of Wales were taken in the Library Reading Room following the ceremony.



Saskatchewan Volunteer Medal Recipients with HRH The Prince of Wales
Photo Credit: Digney Photographics Ltd.

III – Administration

Throughout the first quarter of this report period senior library managers joined other Legislative Assembly managers in meetings to continue the strategic planning process that began in the previous year. Library staff received an introduction to the planning process in the fall. A group of librarians and senior library technicians met in October 2001 to conduct an environmental scan of the Library. On November 29, 2001 all Library staff participated in a Legislative Assembly general staff meeting at which the strategic planning process and the vision statement and goals developed by the management group were introduced, and the mission and values statements developed by the general staff several years ago were reviewed.

IV - Collection Management and Accommodation Issues

The Legislative Library is the longest-established library in the Province with a valuable historic collection. Development and management of this collection is an important responsibility in the service of present and future legislators and citizens.

Saskatchewan Government Publications Deposit

Under section 68.4 (5) of *The Legislative Assembly and Executive Council Act*, all Saskatchewan government departments, boards, commissions and agencies are required to deposit with the Legislative Library six copies of all publications issued under their authority to the public. Two copies remain the property of the Legislative Library, two copies are provided to the two offices of the Saskatchewan Archives Board for permanent retention, and two copies are used to fulfill exchange agreements with the National Library of Canada and the Library of Congress.

Given the decentralised nature of publishing in the Saskatchewan Government, the task of tracking down publications and receiving the required copies presents a considerable challenge. In the current report period, Saskatchewan government agencies deposited 976 monographic and serial titles with the Library.

The continuing refusal of some agencies to provide any electronic publications under the deposit requirements of *The Legislative Assembly and Executive Council Act*, even when the Library is able to identify their existence, remains a disturbing trend in light of the increased electronic publication of Saskatchewan government publications. Future access to many publications may be in doubt while publishing methods are in a state of flux, long-term stability of electronic media is unknown, and deposit requirements are under challenge.

Donations to the Collection

The Legislative Library collection benefits from donations by individuals, community associations and government departments. Any donated materials which do not correspond to the Library Collections Policy or which duplicate works already in the Library collection, are shipped to the Canadian Book Exchange Centre of the National Library of Canada which makes them available to other libraries.

Work is proceeding on incorporating two major donations made during the previous report year into the collection. Most of the local histories donated by the Saskatchewan Provincial Library are now listed in the catalogue and will soon be shelf-ready. Support Services staff will address the cataloguing and processing requirements for serials donated by the Provincial Library and for the Dr. Morris Shumiatcher Law Collection next.

Each year the Library receives useful additions to the collection from the Lieutenant Governor's Office, the Legislative Assembly Office, the Speaker's Office, the Premier's Office and Executive Council offices. The Library also received donated materials from the following individuals and groups during the report period: Janice McKinnon, former Finance Minister and MLA; the Hon. Jean Augustine, P.C., Secretary of State (Multiculturalism); Paul Boothe, Deputy Minister of Finance; Professor Lubomyr Luciuk, Royal Military College of Canada; Christopher Adams and family, Regina; Saskatchewan Institute of Public Policy; and the Wood River Historical Society.

Of special note was the fourth presentation of Japanese cultural, historical and business materials in English provided to the Province by the ZEN-NOH Agricultural Co-operative, Japan. Keith Goulet, MLA, presented the library with a copy of his Masters of Education thesis: *Oral History as an Authentic and Credible Research Base for Curriculum: the Cree of Sandy Bay and Hydroelectric Power Development 1927-1987*. The family of former MLA and Minister, John Kowalchuk, presented 200 volumes of Saskatchewan legislative publications from his personal collection. Library staff member, Gurmeet Bilkhu presented the library with a copy of *The Remarkable Years: Canadians Remember the 20th Century*, on the occasion of her retirement from the Library.

Accommodation Issues

Reference Stack Area in Room 33

In May 2001, shelving was installed in the Reference stack area in Room 33 of the Legislative Building, and staff were able to transfer critical materials that could no longer be accommodated in the Reading Room as well as a selection of frequently consulted periodical backfiles from the Walter Scott storage area.

In the last quarter of the report period, three high-density rotary file storage units were installed in Room 33. These files are used to store backfiles of newspaper clippings. Each of these high-density rotary files accommodates the same number of files as three four-drawer file cabinets, in a space only slightly larger than that required for one such cabinet. Until the Library is able to find an adequate electronic substitute for the paper clipping files, an additional high-density unit will have to be purchased each year.

Pivot files in the Reference Stack Area

Future Concerns

The important donations received during the previous report year occupy four entire double-sided ranges in the Walter Scott mobile storage facility, eliminating most of the space that the Library had planned to accommodate the expansion of its Dewey collections and serials backfiles for the next few years. This means that in the year to come, despite the addition of space for storage of older reference materials in room 33, the Library must once again begin to consider how it will cope with a shortage of shelf space.

Mobile Storage filling up.

Physical Security of Collections

Humidity levels during the summer months of 2001 were exceptionally high, and between May and September reached levels exceeding the standards for library storage, despite the use of portable dehumidifiers. During the winter, the hygrothermographs housed in the Walter Scott Building stacks ceased to function. Investigations are underway to identify ways to control the humidity and to provide accurate readings of the humidity levels.

V - Library Automation and Electronic Resources

RegLIN Consortium

The Library continues as a founding partner of the Regina Library Information Network (RegLIN). RegLIN is a multi-library, multi-institutional computer network for automated library services incorporated under the *Saskatchewan Non-Profit Corporations Act*. The Legislative Librarian is Vice-Chair of the consortium.

Using a shared library automation system, Endeavor Information Systems Inc.'s *Voyager*, enables member libraries to have a better system than any one of them could have afforded on their own. The holdings of all member libraries can be searched at once in the online catalogue, facilitating resource sharing within the group. The Legislative Library is one of six libraries belonging to the consortium. The other libraries are:

- University of Regina Library
- Saskatchewan Department of Health Resource Centre
- Regina Health District Library
- Gabriel Dumont Institute Library
- RCMP Learning Resource Centre

Online access to these collections enables the Library to identify and quickly acquire relevant, locally held materials to meet the needs of Members.

Voyager Integrated Library System Implementation

The June 2001 upgrade to the Voyager library system went smoothly with only a few minor problems, and extended the excellent features of the software already enjoyed by the Library.

One of the enhancements to the online catalogue is the New Books feature, which allows clients to generate lists of new books added to the collection. Readers can specify whether they want to see all the new books added to the collection or just a subset containing a particular keyword, how the lists are to be arranged, the time period (ranging from one to four weeks) when the materials were added.

The new release of the online catalogue module is entirely Web-based. The Library staff, who had been accustomed to a Windows-based interface, had to be retrained to use the new interface. Reference and Electronic Services Librarian Leslie Polsom planned and delivered the training at the end of June 2001.

Another upgrade is planned for June 2002.

Electronic Resources

The Challenges of Organizing and Providing Access to Electronic Resources

Increasingly publishers are making their products available only in electronic format. This new approach creates challenges for the Library in ensuring seamless access. For example, some publishers require passwords for each use of their products. Licensing agreements often prevent the Library from sharing these passwords

with clients with the result that work that clients could formerly do themselves now must be done by a reference librarian. Other publishers allow access only from computers sharing a single IP address, which means that most of the Library's clients are unable to access the material from their personal desktop computer. Library staff are always seeking ways to overcome these difficulties.

Creating catalogue records that accurately describe electronic resources and building in hyperlinks to the resources themselves is one way of ensuring seamless access. During the current year, four library technicians in Support Services completed a continuing education program on cataloguing Internet resources. The course itself was delivered over the Internet.

Since June 2001, the Library has been able to download catalogue records from the National Library of Canada's AMICUS database at no cost. In December 2001, Support Services staff made a trial of a Web-based version of BiblioFile, a commercial source of catalogue records which the Library had previously used in CD-ROM format. From both the library and computer systems points of view, the online format is superior, providing access to a larger database that is updated more frequently than the CD-ROM product and requiring no assistance from Information Systems Branch to maintain. The Library has decided to switch to the Web-based version in the next fiscal year.

Legislative Library Web Site

In the spring of 2001 the Legislative Assembly Information Systems Branch began a project to enable individual branches to maintain sections of their Web sites without relying on direct assistance from the Information Systems Branch. Although the Library has maintained the its own portion of the Assembly's Web site for some time, staff used the software and training offered by the Information Systems Branch to update some sections of the Web site to make maintenance easier. Staff are now producing several regular publications (the Monthly Checklist, the New Books List, and the Legislative Library Annual Report) in PDF format for the Web site.

At the end of the previous report period, the Assembly acquired a new search engine, Inktomi, for the Web site. In April 2001, Reference and Electronic Services Librarian Leslie Polsom held a training session for reference services staff on how to use the new search engine, with an emphasis on procedures for searching Hansard, Journals and Bills.

CD Resources

Late in the previous fiscal year, a new CD-ROM server was acquired by Information Systems Branch to house selected items from the Library's collection of reference materials on CD-ROM and make them accessible from all staff workstations. Several months of testing and fine-tuning were required to achieve the desired results. In November, 2001, Library staff were trained to access the CDs from the new server. In February, 2002, the server was physically relocated from the Information Systems Branch to the office of the Electronic Resources Librarian, who has taken over the management of the resources installed on that server. Staff are pleased with the convenience of being able to access these reference materials from their own desktops when they are working on reference questions away from the main service desk. This convenience has come at a price: the subscription costs for most of the CDs mounted on the network server have increased due to vendor pricing policies which are designed to favour single-user, standalone configurations.

VI - Organization and Staffing

Senior Staff Appointments

Pat Kolesar was appointed Assistant Legislative Librarian on April 16, 2001. Pat has been a member of the Legislative Library staff since May, 1984, first as Technical Services Librarian (1984-1998) and later as Director of Support Services (1998-2001).

Bette Desjarlais was appointed Director of Support Services on June 11, 2001. Her previous position was Faculty Librarian at Gabriel Dumont Institute's Prince Albert Campus. Prior to obtaining her M.L.I.S. from the University of Alberta, Bette spent many years teaching school in Wainwright and Fort Vermilion School Divisions in Alberta; Meadow Lake and Northern Lights School Divisions in Saskatchewan.

Bette Desjarlais, Director of Support Services

Legislative Library Staff

The Legislative Library has a permanent staff establishment of fifteen persons.

As of March 31, 2002 the following persons were members of the permanent staff:

Marian J. Powell, B.A., B.L.S.
Legislative Librarian

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Michele Howland, B.A., B.L.S
Director of Reference Services

Bette Desjarlais, B.Ed., M.L.I.S.
Director of Support Services

Tim C. Prince, B.A., M.L.S.
Reference Librarian

Gina Abel, Library Technician Certificate
Support Services Manager

Faye Prince, Library Technician Certificate
Government Publications Technician

Anne Hoffmann, Library Technician Certificate
Support Services Technician

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

Leslie Polsom, B.A., M.L.I.S.
Reference and Electronic Resources Librarian

Joelle Perras, B.Ed.
Client Services Assistant

Kim Heidebrecht, Library and Information Technology Diploma
Client Services Manager

Traci Willis
Administrative Assistant to the Legislative Librarian (on leave Sept. 2001- August 2002)

Lynette Nicholas
Administrative Assistant to the Legislative Librarian (Leave Replacement)

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification
Members' Services Librarian

The following people were employed on a non-permanent basis:

Jane Blackett, B.A., M.L.S.
Reference Librarian

Liza Vidomski
Support Services Assistant

Stephanie Barnard
Support Services Assistant

Shannon Hynds
Support Services Assistant

Justin Wong
Client Services Assistant

Tiffany Lai
Client Services Assistant

Megan Saum
Client Services Assistant

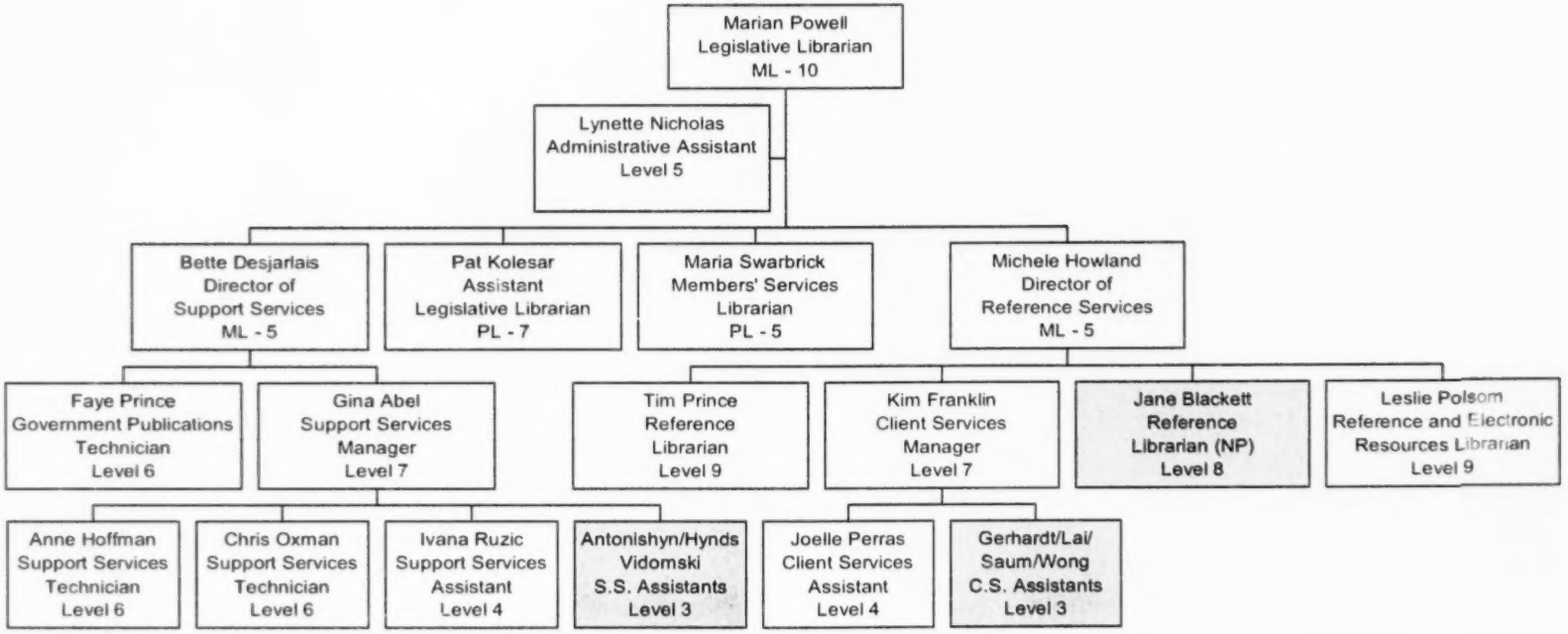
Jennifer Gerhardt
Client Services Assistant

Jolene Antonishyn
Support Services Assistant

Resignations From Non-Permanent Staff

Graham Condo November 30, 2001
Gurmeet Bilkhu (retired) July 26, 2001
Pamela Yungwirth July 20, 2001

Saskatchewan Legislative Library Organization Chart
as of March 31, 2002



Appendix A - Statistical Summary

	1999/2000	2000/2001	2001/2002
Reference and Circulation Services			
Reference Inquiries	3688	3659	3297
Computer Searches	3741	3712	3565
Commercial Courier (uses)	107	106	68
Photocopy Services to Clients (copies)	33833	24748	24806
Out of Library Circulation	6730	5903	5596
In-Library Use	15935	13987	12077
Total Circulation	22665	19890	17673
Interlibrary Loans Borrowed for Library Clientele	257	450	390
Interlibrary Loans Requested by Other Libraries	96	128	118
Total Interlibrary Loans	353	578	508
Members' Services			
Newspaper Clipping Service (clippings provided)	38901	42595	43283
Periodical Title Page Service (title pages provided)	3150	3078	2881
Computer Assisted Current Awareness Service (citations provided)	69787	87260	66732
New Book Alert (title pages provided)	754	1406	11551
Support Services			
Materials ordered (titles)	974	1307	929
Government Publications Received (items)	38528	30320	39006
Serials and Periodicals Received (items)	23993	21687	21724
Cataloguing (titles)	9065	7170	4123
Binding (volumes)	104	84	70
Materials Withdrawn (items)	19044	22752	20905
Listed for Duplicate Exchange	8483	1748	494
Distributed in Saskatchewan on Exchange	459	151	414
Clippings Added to Newspaper Clipping File	128632	78726	121085
Saskatchewan Deposit Program			
Government Publications Received (titles)	1354	1072	976
Government Publications Sent to Micromedia	750	727	914

Appendix B - Information Kits Prepared to Support Delegate Attendance at Conferences and Seminars 2001 - 2002

Commonwealth Parliamentary Association
40th Canadian Regional Conference

Edmonton, Alberta
July 17 - 22, 2001

- Future Challenges to Parliamentary Privilege
- Impact on Globalization on Federal and Provincial Governments
- Impact of Demographics on Services/Voting Trends
- Future of Electoral Systems
- E-Gov: How Legislatures and Governments Inform Citizens
- Citizens and Their Representatives
- The Virtual Assembly
- The Informed Member: The Knowledge Base for Members
- Travel Information

Prepared for: Mr. Speaker Kowalsky
Hon. Ron Osika
Mr. Rudi Peters
Ms. Margaret Woods
Mr. D.F. (Yogi) Huyghebaert
Mr. Greg Brkich
Mr. Graham Addley

56th Annual Meeting of the Midwestern Legislative Conference

Lincoln, Nebraska
July 29 - August 1, 2001

- Canadian and United States Governments: Comparison
- New Challenges for Midwestern Legislatures
- Impact of Population Changes on the Midwestern States
- Politics and the Media
- Health System Changes and the Implications for Public Policy
- Meeting the Health Care Needs of the Midwest's Growing Elderly Population
- Medicaid and the Uninsured
- Rural Health: Challenges for Access and Quality of Care
- The Future of Higher Education in the Region
- Travel Information

Prepared for: Mr. Ron Harper
Mr. Greg Brkich
Mr. Speaker Kowalsky
Ms. Margaret Kleisinger
Mr. Andrew Thomson

Also distributed to: Hon. Glenn Hagel
Mr. Wayne Elhard
Mr. Lindy Kasperski
Hon. John Nilson
Mr. Kim Trew
Mr. Mark Wartman
Hon. Ron Osika

7th Annual Bowhay Institute for Legislative Leadership Development BILLD

Madison, Wisconsin
August 17 - 21, 2001

- Leadership Types & Legislative Decision-making
- Political Cultures
- Manufacturing in the Global Economy
- Education (teacher compensation and student achievement)
- Ensuring Reliability in Midwestern Electricity Markets
- Corrections (Public Safety)
- Travel Information

Prepared for: Ms. Deb Higgins
Ms. Doreen Eagles

Conference on Parliamentarism in the 21st Century

Quebec City, QC
September 11 - 14, 2001

- What are the Roots of this Malaise Afflicting our Democracy?
- Is Parliament's Decline Irreversible?
- Can the Parties and Proponents of One Case Only, Their Own, Be Kept at Bay?
- Should Ministerial Responsibility be Limited?
- Can Parliament be Reinvented?
- The Age of the Internet

Prepared for: Mr. Graham Addley
Mr. Dan D'Autremont
Ms. Judy Junor
Mr. Viktor Kaczkowski

Canadian Council of Public Accounts Committees 22nd Annual Conference

Hosted: Regina, Saskatchewan
September 16 - 18, 2001

- State of Federal Government Finances
- Effects of Privatization on the Workings of the Public Accounts Committee and the Provincial Auditor
- Global Organization of Parliamentarians Against Corruption
- Guidelines for Performance Reporting
- Accounting for Education

Prepared and distributed to the following, although the Conference did not take place due to the aftermath of September 11, 2001:

Mr. Ken Krawetz
Mr. Ron Harper
Mr. Ron Gantefour
Ms. Deb Higgins
Ms. Carolyn Jones
Ms. Judy Junor
Mr. Carl Kwiatkowski
Mr. Lyle Stewart
Mr. Milton Wakefield
Mr. Mark Wartman
Ms. Margaret Woods

Commonwealth Parliamentary Association 24th Canadian Regional Seminar

Hosted: Regina, Saskatchewan
October 18th - 21st, 2001

- Electoral Systems and Democratic Change
- Committee Reform: What Does it Take to Make it Work?
- Round Table: Issues in Education
- The Power Shift from Elected Representation to Global Organization

Also prepared:

- Tour Guide updated for Regina to Moose Jaw Tour, October 20, 2001

Prepared for: 50 host and invited delegates
Also, tour guide prepared for: 50 host and invited delegates

Canadian Parliamentary Seminar Inaugural Session

Ottawa, Canada
November 18 - 24, 2001

- Biographical Profiles (26)
- General Overview of the Parliament and Government of Canada
- Parliamentarians and their Environment
- Parliament and Societal Issues
- Strengthening Democracy: Equality and Inclusiveness
- Travel Information

Prepared for: Mr. D.F. (Yogi) Huyghebaert

Commonwealth Parliamentary Association Washington Seminar

Washington, D.C. and Annapolis, M.D.
March 5 - 8, 2002

- Biographical Profile
- Institutes: Background Information
- Canadian and United States Governments
- Canada - U.S. Relations
- Government on-line initiatives
- Citizen Participation
- Information Management and Best Practices
- Travel Information

Prepared for: Mr. Lindy Kasperski
Mr. D.F. (Yogi) Huyghebaert

Appendix C - Clientele and Service Policy

Goal of the Legislative Library

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

Primary Clientele

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of Members, and other legislative servants.

Primary Clientele

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
   (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
   (a) Office of the Speaker
   (b) Legislative Assembly Office
      (i) Hansard
      (ii) Television
   (c) Legislative Counsel and Law Clerk's Office
   (d) Provincial Auditor
   (e) Legislative Library
   (f) Ombudsman
   (g) Children's Advocate
   (h) Conflict of Interest Commissioner
   (i) Information and Privacy Commissioner
   (j) Chief Electoral Officer
5. Other departments in the Legislative Building
   (a) Executive Council
   (b) Ministers' Office

Services

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accession lists, and other related services.
7. Accelerated acquisitions and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

Secondary Clientele

1. Saskatchewan civil servants.
2. Legislative press gallery.
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

Services

1. Use of library materials within the Legislative Library.
   (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
   (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrower for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
   (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and microcopies of Library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

Established by the Board of Internal Economy 1983

revised March 2000